



Town Administrator's Report Board of Selectmen's Meeting of Nov. 15, 2010

Report covers from October 30, 2010 to November 12, 2010

Items requiring Board vote or discussion are noted with an asterisk (*)

A. Town Department Reports/Requests

(1) Shellfish Constable Work Plan (*)

The Shellfish Constable has requested that certain aspects of his work plan be revisited, in order to provide additional flexibility that he desires based upon his experience with the plan as written.

Recommendation: **Board discussion relative to the work plan.**

(2) Summer Program Contractor (*)

At a previous meeting, the Board had asked me to explore the possibility of bringing a contractor in to run the Essex Summer Program. The Board had reached out to the Town of Manchester for a potential regional program but the additional staffing needs did not make financial sense for Manchester. I discussed the contract concept with Mr. Russell Harnish (who has run his own programs in the past) and he suggested that a large operation such as the YMCA would likely be required in order to offer a comprehensive solution. I contacted the Executive Director of the Cape Ann YMCA and he is in the process of pulling together a meeting of area YMCA directors to discuss the concept further. If the contracting route is selected, a competitive bid process will likely be necessary.

Recommendation: **Board discussion as necessary.**

B. Computer Systems

No items.

C. Personnel

(1) Essex Police Benevolent Association Successor Contract

The Town has signed a successor contract with the EPBA. The funding for the first year of the contract will be considered by the Special Town Meeting on November 15, 2010 (along with the AFSCME contract).

Recommendation: No further action is necessary.

(2) Teamsters Successor Contract

(*)

The Town may work out a successor contract with the Teamsters by meeting time. If so, funding for the first year of the contract will be considered by the Special Town Meeting.

Recommendation: **Board discussion as necessary.**

D. Procurement/Ongoing Projects

(1) Biweekly Route 133 Project Update

I sent the fifth biweekly report to the Route 133 Task Force on November 8, 2010. Only minor project elements had changed since the last update. Noteworthy is that fact that a contractor for National Grid will be working to relocate all necessary utility poles as per the MassDOT construction plans using a subcontractor over the upcoming winter. Also, MassDOT is reviewing design elevations with regard to the seawall and may make modifications in the future. Further, during the construction period, Town residents and area business customers are welcome to utilize the parking lot at Main Street Antiques and at Woodman's (rear lot) when their own parking facilities are not available.

Recommendation: I will update the Board as necessary.

(2) Ability to Extend Feasibility Study Pricing

I have learned that it will not be possible to extend the pricing or the commitment from the chosen designer for the proposed Town Building Feasibility Study beyond the originally-stated timeframe of November, 2010 (even on a voluntary basis). If the study is not funded at the Special Town Meeting on November 15, 2010, the Request for Qualifications process will need to be repeated.

Recommendation: No further action is necessary.

(3) Acceptance of Ambulance Bid

(*)

The Fire Department has reviewed the bid package for the new ambulance and has determined that it is fully responsive.

Recommendation: **Board vote to accept the bid from Greenwood Emergency Vehicles in the net amount of \$152,225 (includes trade-in) and to sign the Notice to Proceed once the paperwork has been executed by the vendor and all other requirements have been met.**

E. Insurance

(1) October Pothole Log

I acquired the subject log from the DPW and sent it along to our insurer. We keep our insurer informed about our pothole reports and repairs as part of the MIIA Rewards Program.

Recommendation: No further action is necessary at this time.

(2) Freeze Up Prevention Checklists

I completed the subject checklists for the various Town buildings for the month of November during the week of November 1, 2010. I complete the checklists during each of the cold weather months in an effort to prevent freeze up problems.

Recommendation: No further action is necessary at this time.

F. Facilities

(1) Planning Board Office Move

The Planning Board office is now fully located in the old Youth Commission office. The Department of Public Works moved furniture, files cabinets, and equipment during the week of October 25, 2010. I switched the phone line serving that office to the Planning Board number at the basement interface during the week of November 1, 2010.

Recommendation: No further action is necessary.

(2) Conomo Point Planning

(*)

Senator Bruce Tarr is working to set up a meeting with officials at the Department of Environmental Protection regarding future options for the northern section of the Point. The Senator may also attend the Special Town Meeting on November 15, 2010 to explain the legislative process involved with the Town's potential petition for Special Legislation concerning Chapter 30B of the General Laws.

Also, it may be useful for the Selectmen to discuss the Conomo Point subdivision planning process in preparation with the Board's meeting with the Planning Board that is scheduled for November 17, 2010.

Recommendation: **Board discussion as necessary.**

G. Fiscal/Budget

No items.

H. Complaints

No items.

I. Meetings Attended

(1) Holiday Festival Planning Meeting

I attended the subject meeting on November 8, 2010. Members of the Chamber of Commerce and a representative of the fifth grade class were assembled to discuss the usual events including the Memory Tree lighting on December 2, 2010, the Santa Gathering at the Shipbuilding Museum/Town Landing on December 3, 2010, and the Santa Breakfast at the Elementary School on December 4, 2010. I will help the group with logistics as necessary. Those interested in donating to the Festival can make checks payable to the Town of Essex with "Holiday Festival" in the memo and donations will be deposited into a gift fund for current and future Holiday Festival needs. Donations can be directed to the Selectmen's Office.

Recommendation: I will update the Board as necessary.

J. Final Judgment

No items.

K. Town Meeting, By-Laws, and Regulations

(1) Special Town Meeting Motions

(*)

The Board reviewed the draft Special Town Meeting motions at previous meetings and I have developed final versions based upon the Board's guidance.

Recommendation: **Board discussion relative to final motions as necessary.**

(2) Designated Family Use Flat

Section 52 of Chapter 130 of the General Laws requires the Town to set aside an area that is exclusively for digging of shellfish for family use. The Shellfish Advisory Commission will attend the present meeting to make a recommendation.

Recommendation: Board designation of a family use flat at the present meeting.

(3) Antiques License

At the last meeting, the Board reviewed a letter from a property owner indicating that a particular building was no longer used for the buying or selling of antiques (outward signs had been that activity was occurring without the required license). The Board asked that I contact the owner to reinforce that the actual transaction of business or the posting of hours of operation or open/closed signage would

suggest a violation. I have passed that information along and, the owner, in accordance with their letter, reiterated that the building is simply a storage facility.

Recommendation: No further action is necessary.

L. Legal Issues

No items.

M. Grants

(1) Seaport Bond Bill Funding Award Letter

We received the subject award letter indicating that the Town will receive \$155,000 for the boardwalk feasibility study during fiscal year 2012. A representative of the Department of Recreation and Conservation will contact me in June or July of 2011 to finalize a contract (which we will sub-award to Salem State University).

Recommendation: I will update the Board as necessary.

N. Emergency Planning

No items.

O. Other Items

(1) Successful Halloween Event

A variety of people including past Essex Youth Commission members, the Manchester Essex Regional High School senior class, and other volunteers worked together on October 30 to offer a very well-received Halloween event at the Centennial Grove. The Selectmen's Assistant and I prepared several notes of thanks for the Board to sign and send. The Essex Police Department also played important logistical and safety roles in the event.

Recommendation: No further action is necessary.

(2) Town Administrator Vacation Leave

I was out of the office on vacation leave all day on November 4, and 5, 2010.

(3) Veterans' Day Holiday

The office was closed on November 11, 2010 in observance of the subject holiday.

This report is available at www.essexma.org on the morning after any regularly scheduled Essex Board of Selectmen's Meeting.